



AN AASIS TRAINING GUIDE


Employee Self Service

BEST IF PRINTED IN SLIDE VIEW

Employee Self Service

- To access *Employee Self Service*, go to the AASIS Web Site at <http://www.arkansas.gov/dfa/aasis/> and click **ESS**

Employee Self Service


Arkansas Department of Finance & Administration
Arkansas Administrative Statewide Information System

[DFA Home](#)
[DFA Offices](#)
[DFA Online](#)
[Favorites](#)
[Taxes](#)
[Business](#)
[Child Support](#)
[Vehicles](#)
[State Employee Services](#)

AASIS Home
[+ Overview](#)
[+ Communications](#)
[+ ESS](#)
[+ FAQs](#)
[+ Learning AASIS](#)
[+ Accessibility](#)
[+ Useful Links](#)
[+ Functional Areas](#)
[+ Agencies](#)

Welcome


Since implementation in 2001, AASIS, the Arkansas Administrative Statewide Information System, has changed the way Arkansas conducts business and is being utilized for Financial Management, Human Capital (HR) Management, and Materials Management for most state agencies. As a part of the Arkansas Department of Finance and Administration, the AASIS Support Center is here to help you. This site was designed in an effort to enhance your knowledge and technical expertise of AASIS, offer instruction, research, and assistance with the system in order to assist State agencies to function in today's ever-changing world. Please take a moment to look around. If you can't find what you need, please let us know.

On-Line Services

Description	Link
Production Web GUI	WEB
Employee Self Service (ESS)	WEB
AASIS Support Center Help Desk	Fill In


General Information

Description	Link
Training Calendar	
Courseware	
BPPs	
Announcements	
System Alerts	

[Printable Version](#)

[Get Adobe Reader](#)
[Web Page](#) [HTM](#)
[Word Doc](#) [DOC](#)
[Rich Text](#) [RTF](#)
[Adobe PDF](#) [PDF](#)
[Fill In Doc](#) [Fill In](#)
[Excel File](#) [XLS](#)
[PowerPoint](#) [PPT](#)
[Data File](#) [DATA](#)
[Off Site](#) [WEB](#)

Click on **ESS** to access the AASIS on-line system.

Employee Self Service


Arkansas Department of Finance & Administration
Arkansas Administrative Statewide Information System

GO

[DFA Home](#)
[DFA Offices](#)
[DFA Online](#)
[Favorites](#)
[Taxes](#)
[Business](#)
[Child Support](#)
[Vehicles](#)
[State Employee Services](#)

AASIS Home
+ Overview
+ Communications
+ ESS
 [Link to ESS](#)
 [Security & Password](#)
 [Tutorial & Guidelines](#)
 [Error Messages](#)
 [Contact AASIS](#)
+ FAQs
+ Learning AASIS
+ Accessibility
+ Useful Links
+ Functional Areas
+ Agencies

Welcome


Since implementation in 2001, AASIS, the Arkansas Administrative Statewide Information System, has changed the way Arkansas conducts business and is being utilized for Financial Management, Human Capital (HR) Management, and Materials Management for most state agencies. As a part of the Arkansas Department of Finance and Administration, the AASIS Support Center is here to help you. This site was designed in an effort to enhance your knowledge and technical expertise of AASIS, on-line instruction, research, and assistance with the system in order to assist State agencies to function in today's ever changing world. Please take a moment to look around. If you can't find what you need, please let us know.

On-Line Services

Description	Link
Production Web GUI	WEB
Employee Self Service (ESS)	WEB
AASIS Support Center Help Desk	Fill In

General Information

Description	Link
Training Calendar	
Courseware	
BPPs	
Announcements	
System Alerts	

[Printable Version](#)

[Get Adobe Reader](#)
Web Page
[HTM](#)
Word Doc
[DOC](#)
Rich Text
[RTF](#)
Adobe PDF
[PDF](#)
Fill In Doc
[Fill In](#)
Excel File
[XLS](#)
PowerPoint
[PPT](#)
Data File
DATA
Off Site
[WEB](#)

Click on [Link to ESS](#)



Employee Self Service

ITS System Information



Please log on to the SAP System


Service: pzm3
Login:
Password:
Language: English
Accessibility: ☐

© 1996-2003, SAP AG

NOTE: You will need an AASIS password to access ESS.

If you do not have a password, call the AASIS Help Desk at **501.683.2255**.

Employee Self Service


ITS System Information 

Please log on to the SAP System

Service: pzm3

Login:

Password:

Language: 

Accessibility: ☐

© 1996-2003, SAP AG

1. Enter Login –
Username

2. Enter 8-digit
Password

Note: English
should default

3. Click **Logon**

Employee Self Service

ESS Welcome Amy K Anderson

MESSAGES
Friday, 01/14/2005

System messages

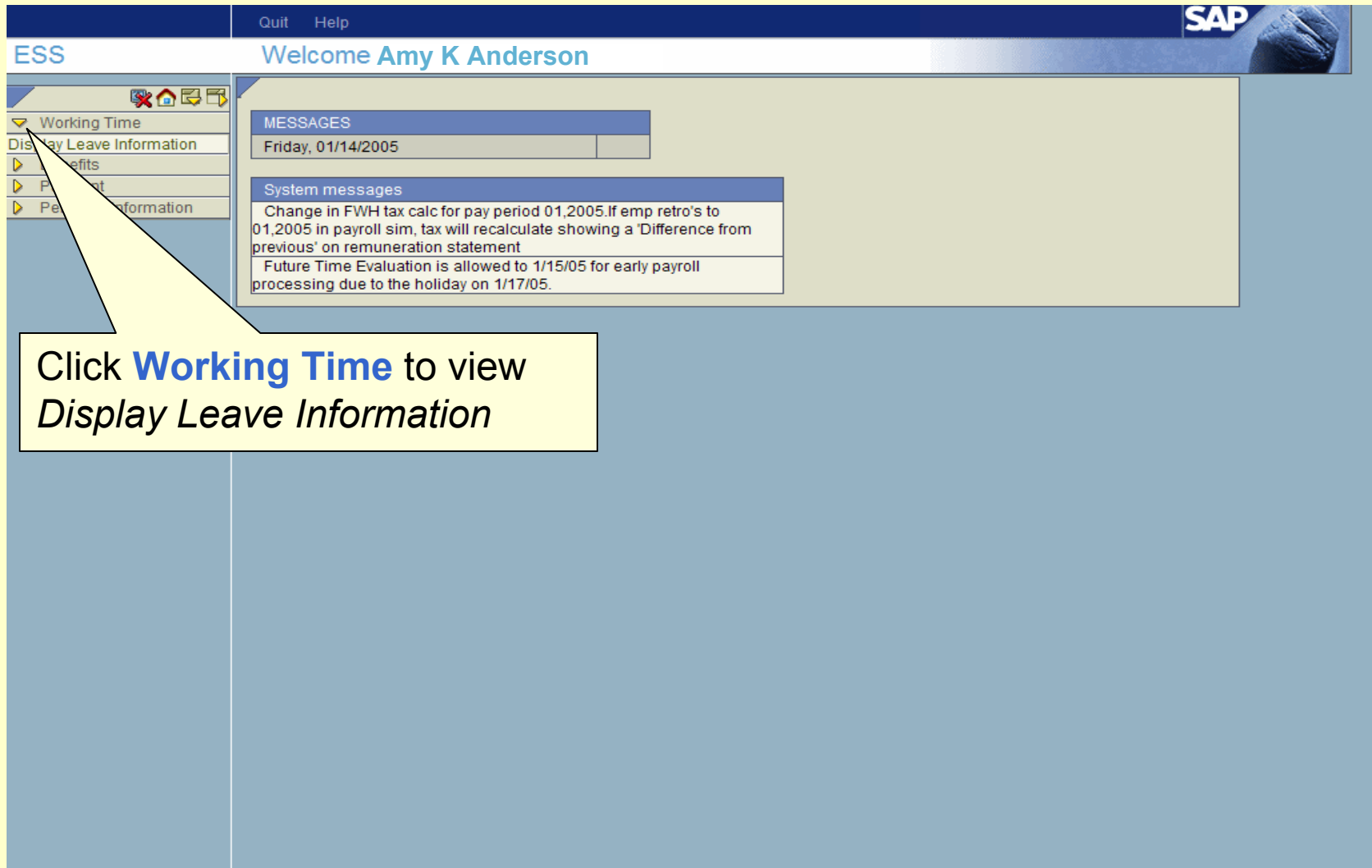
Change in FWV tax calc for pay period 01,2005.If emp retro's to 01,2005 in payroll sim, tax will recalculate showing a 'Difference from previous' on remuneration statement

Future Time Evaluation is allowed to 1/15/05 for early payroll processing due to the holiday on 1/17/05.

The **ESS Welcome Screen** is displayed.

You can view your Leave information, Benefits, Paycheck inquiry and Personal Information by making selections from this screen.

Employee Self Service



Quit Help

ESS Welcome Amy K Anderson

MESSAGES
Friday, 01/14/2005

System messages

Change in FWH tax calc for pay period 01,2005.If emp retro's to 01,2005 in payroll sim, tax will recalculate showing a 'Difference from previous' on remuneration statement

Future Time Evaluation is allowed to 1/15/05 for early payroll processing due to the holiday on 1/17/05.

Click **Working Time** to view *Display Leave Information*

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Display Time Accounts

Display as of 12/09/2003

☒ All types
☐ Annual Leave

Display

Time accounts

Time account	Deductible to	Entitlement	Used	Planned + approved	Available
Annual Leave	12/31/9999	674.00	420.00	0.00	254.00
Sick Leave	12/31/9999	345.75	133.25	0.00	212.50
Holiday Leave	12/31/9999	16.00	8.00	0.00	8.00
Employee Birthday	12/31/9999	24.00	16.00	0.00	8.00
Catastrophic Leave	12/31/9999	0.00	0.00	0.00	0.00

View Time Account information for Annual, Sick, Holiday, Birthday, and Catastrophic Leave.

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

ESS Display Time Accounts

Display as of 12/09/2003

☒ All types

☐ Annual Leave

Display

Time accounts

Time account	Deductible to	Entitlement	Used	Planned + approved	Available
Leave	12/31/9999	674.00	420.00	0.00	254.00
ave	12/31/9999	345.75	133.25	0.00	212.50
Holiday Leave	12/31/9999	16.00	8.00	0.00	8.00
Employee Birthday	12/31/9999	24.00	16.00	0.00	8.00
Catastrophic Leave	12/31/9999	0.00	0.00	0.00	0.00

Error during projection. Only data in the payroll run was processed.

Click **Benefits** to view *Participation Overview*

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

ESS Benefits - Participation Overview

Click on **Cost and contributions** in order to review Contribution summary

Additional information

Costs and contributions Dependents

Beneficiaries Investments

Plan participation overview

Validity date 12/09/2003 Refresh

Current participation	
Plan	Participation period
Health Advantage HMO	06/10/2001 - 12/31/9999
US Able (Basic EE Life ASE)	06/10/2001 - 12/31/9999
APERS Non-Contrib EE 0%/ER 10%	02/03/2002 - 12/31/9999
Flex Medical Spending Acct	01/01/2003 - 12/20/2003

View your employee benefits from this screen by clicking on any participation Plan.

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

SAP

ESS Benefits - Participation Overview

Additional information

Costs and contributions

Beneficiaries

Cost and contribution summary

Back to plan overview

Cost summary

Health Advantage HMO			
Employee	USD 61.22	Monthly	Pre-tax
US Able (Basic EE Life ASE)			

Contribution summary

Flex Medical Spending Acct		
Pre-tax	USD 832.00	01/01/2003-12/31/2003

This screen displays your Insurance Deduction and Contributions to Flexible Spending Account.

Working Time

Display Leave Information

Benefits

Participation Overview

Payment

Paycheck Inquiry

Personal Information

Address

Emergency Address

Emergency Contact

Previous Employers

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

ESS

Working Time
Display Leave Information
Benefits
Participation Overview
Payment
Paycheck Inquiry
Personal Information
Addresses
Emergency Address
Emergency Contact
Preferred Employers

Benefits - Participation Overview

Additional information

Costs and contributions
Dependents
Beneficiaries
Investments

Cost and contribution summary

Back to plan overview

Cost summary

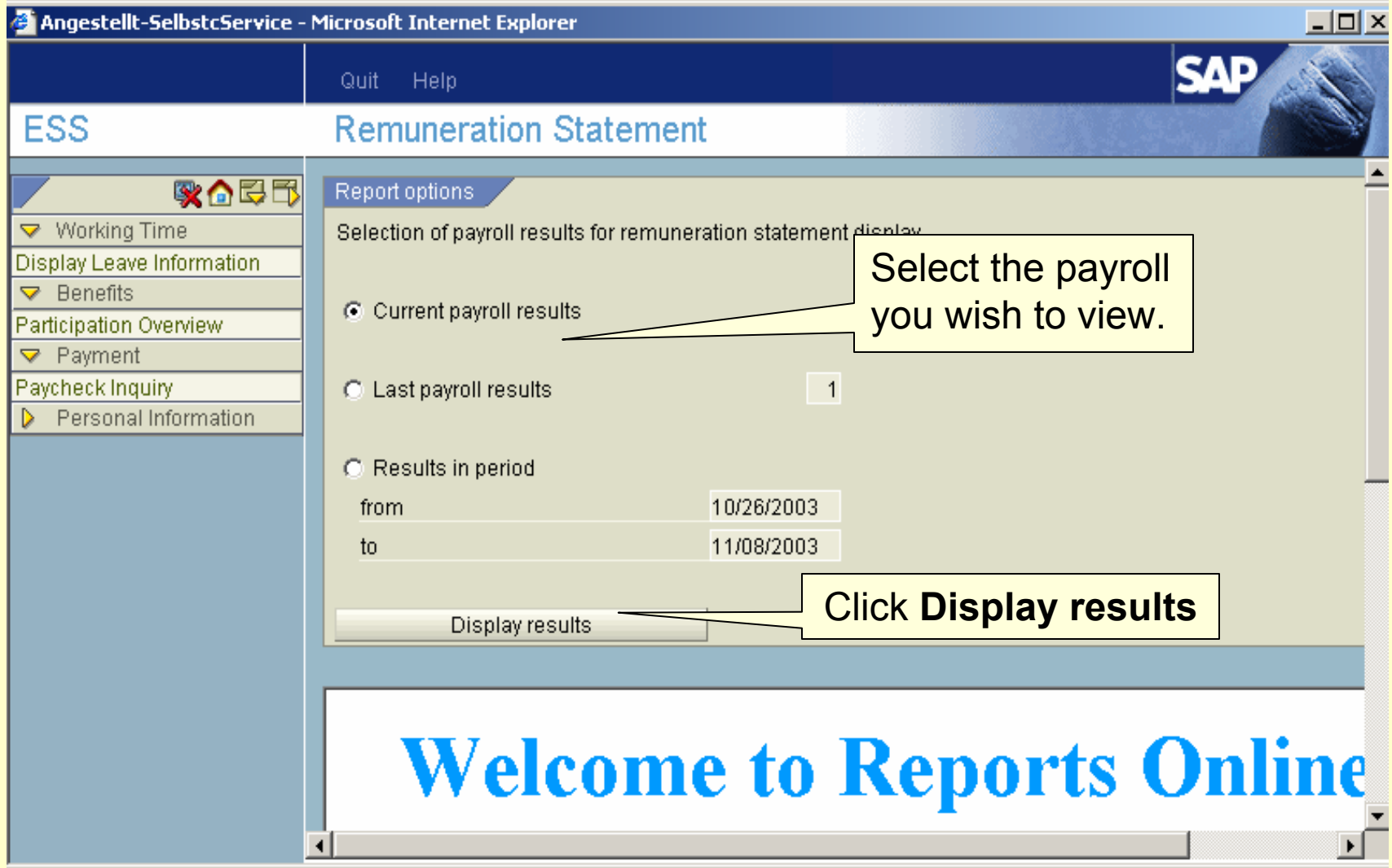
Health Advantage HMO			
Employee	USD 61.22	Monthly	Pre-tax
US Able (Basic EE Life ASE)			

Contribution summary

Medical Spending Acct		
Pre-tax	USD 832.00	01/01/2003-12/31/2003

Click **Payment** to view Paycheck inquiry

Employee Self Service



Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

SAP

ESS Remuneration Statement

Report options

Selection of payroll results for remuneration statement display

☒ Current payroll results

☐ Last payroll results 1

☐ Results in period

from 10/26/2003

to 11/08/2003

Display results


Select the payroll you wish to view.

Click **Display results**

Welcome to Reports Online

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help 

ESS Remuneration Statement

Payroll results

Period	Payment ...	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

Click **Display remuneration statement** to view results for the selected period.

Display remuneration statement New selection

For questions, Please contact your
Payroll Administrator Patty Custer
at 501324 9064

Check # :
Check Date:
Pay Period:

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

SAP

ESS Remuneration Statement

For questions, Please contact your Payroll Administrator Lee McCoy
501324 9064

Amy K Anderson
207 Katie Lee Lane
Pine Bluff, AR 71601

SSN 000-00-0000
FED 02 00 00 0.00
AR 02 00 00 0.00

Check # : 440243
Check Date: 10/28/04
Pay Period: 10/12/04

EARNINGS

	WrkHrs	CURRENT	YTD
Regular working time	80.0	2,576.18	99,999.99
Holiday premium	0.0		111.11
Vacation Pay	0.0		222.22
Sick pay	0.0		99.99
Birthday	0.0		0.0
Inclement Weather	0.0		0.0

TAXABLE EARNINGS

FED

TX Withholding Tax

TX EE Social Secur

TX EE Medicare Tax

State AR

TX Withholding Tax

PRE-TAX DEDS

Med-HMO

HCEPTMS

32.00-

704.00-

TAXES

CURRENT

YTD

FED

TX Withholding Tax

999.99

888.88

TX EE Social Security

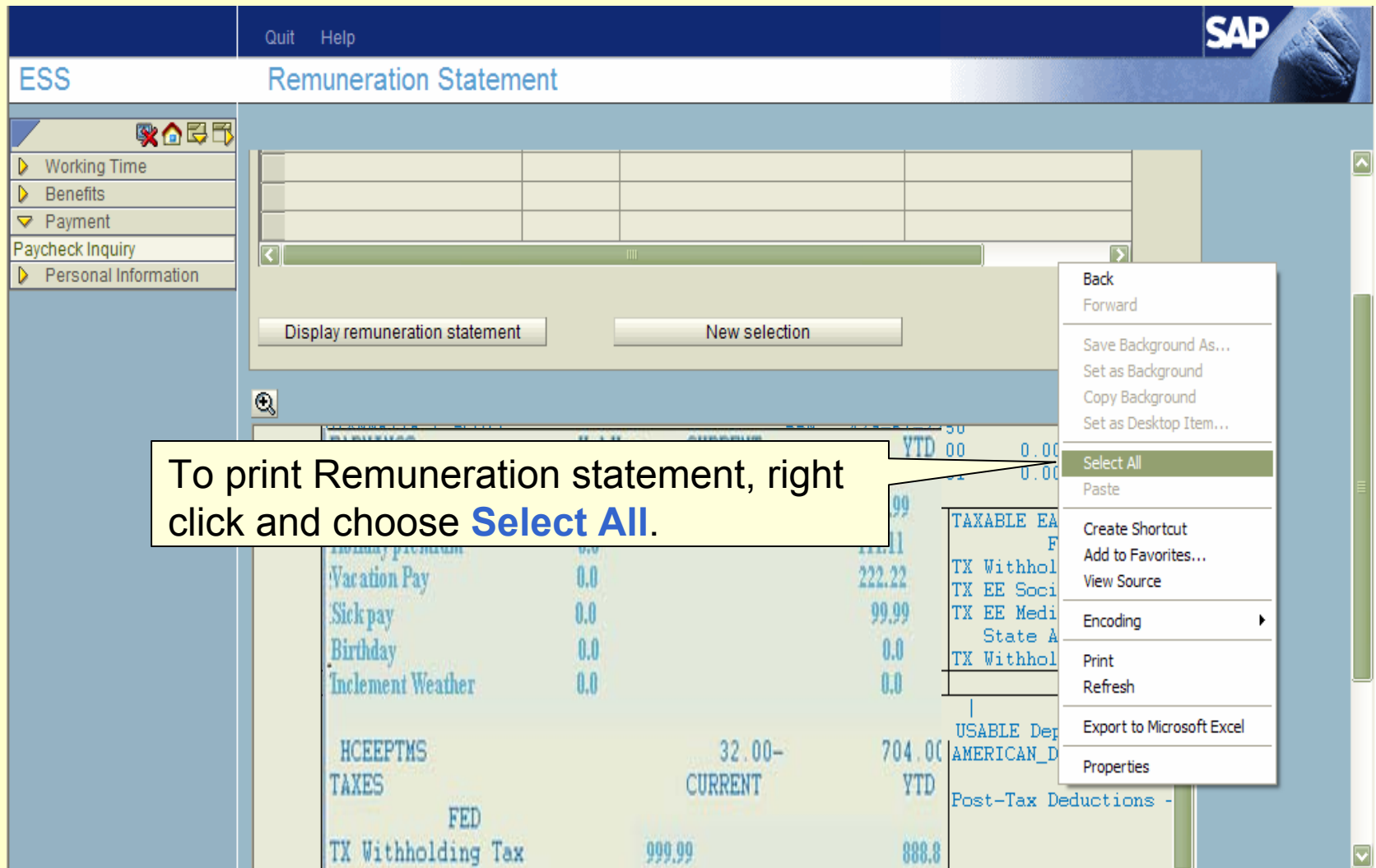
444.44

22.22

Pre-Tax Deductions

Scroll over and down to view more payroll information.

Employee Self Service



ESS Remuneration Statement

Quit Help

Working Time

Benefits

Payment

Paycheck Inquiry

Personal Information

Display remuneration statement

New selection

To print Remuneration statement, right click and choose **Select All**.

YTD 00 0.00

99

111.11

222.22

99.99

0.0

0.0

0.0

0.0

32.00-

704.00

999.99

888.8

TAXABLE EA

TX Withhol

TX EE Soci

TX EE Medi

State A

TX Withhol

USABLE Dep

AMERICAN_D

Post-Tax Deductions -

Back

Forward

Save Background As...

Set as Background

Copy Background

Set as Desktop Item...

Select All

Paste

Create Shortcut

Add to Favorites...

View Source

Encoding

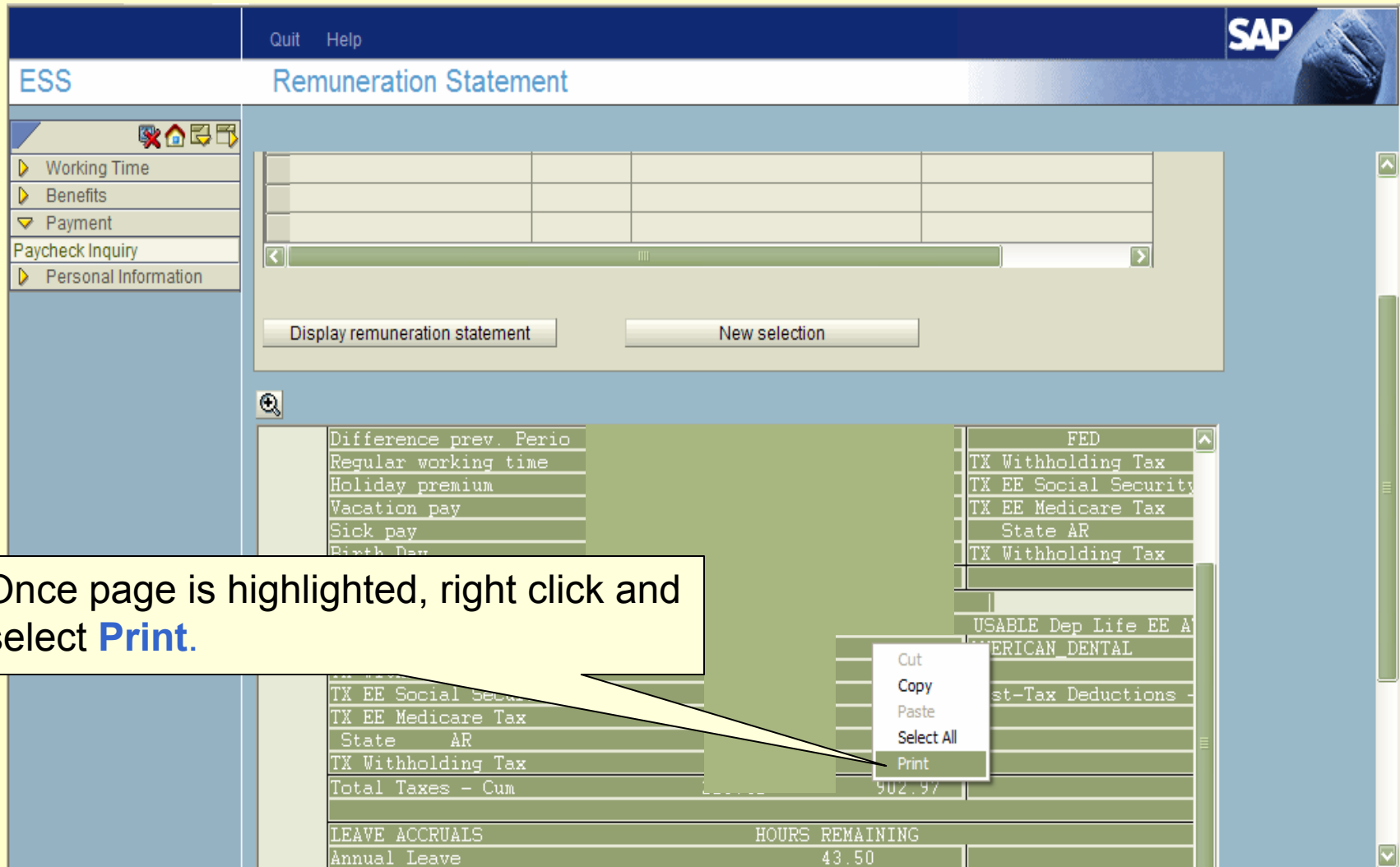
Print

Refresh

Export to Microsoft Excel

Properties

Employee Self Service



ESS Remuneration Statement

Quit Help

SAP

Working Time

Benefits

Payment

Paycheck Inquiry

Personal Information

Display remuneration statement

New selection

Difference prev. Perio

Regular working time

Holiday premium

Vacation pay

Sick pay

Birth Day

FED

TX Withholding Tax

TX EE Social Security

TX EE Medicare Tax

State AR

TX Withholding Tax

USABLE Dep Life EE A

AMERICAN DENTAL

Post-Tax Deductions

TX EE Social Security

TX EE Medicare Tax

State AR

TX Withholding Tax

Total Taxes - Cum

902.97

LEAVE ACCRUALS

HOURS REMAINING

Annual Leave

43.50

Once page is highlighted, right click and select **Print**.

Cut

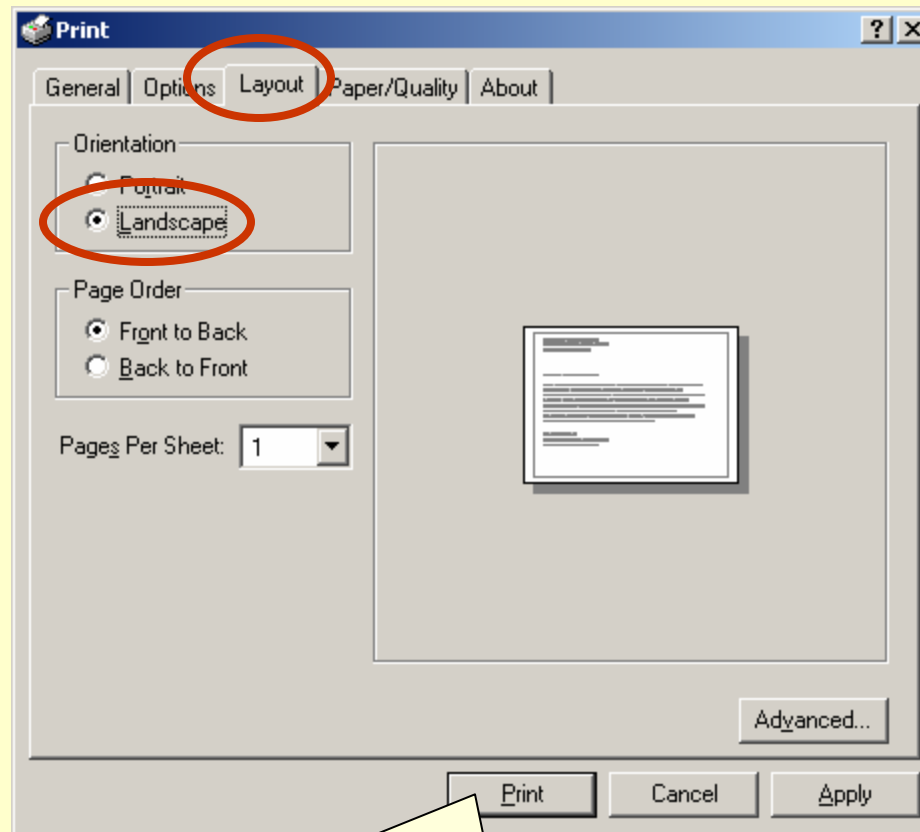
Copy

Paste

Select All

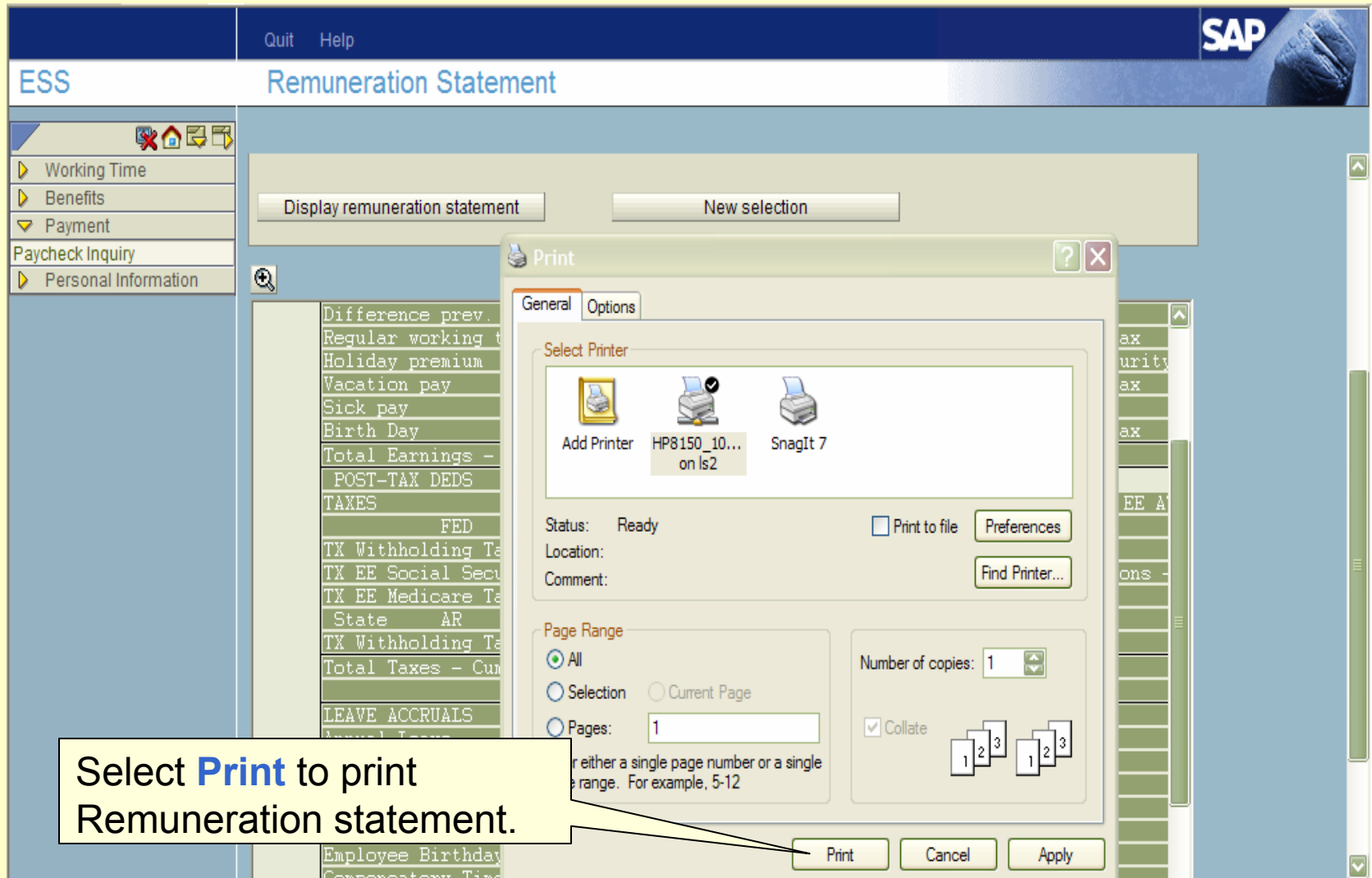
Print

Employee Self Service



Choose the **Layout tab** and select **Landscape** Orientation.
Select **Print**.

Employee Self Service



The screenshot shows the SAP ESS interface for a 'Remuneration Statement'. The left sidebar contains navigation links: Working Time, Benefits, Payment, Paycheck Inquiry, and Personal Information. The main content area has buttons for 'Display remuneration statement' and 'New selection'. A 'Print' dialog box is open, showing the 'General' tab. The 'Select Printer' section lists 'HP8150_10... on ls2' and 'Snagit 7'. The 'Page Range' section has 'All' selected. The 'Number of copies' is set to 1, and 'Collate' is checked. A callout box points to the 'Print' button in the dialog.

ESS **Remuneration Statement** **SAP**

Quit Help

Display remuneration statement New selection

Print

General Options

Select Printer

Add Printer HP8150_10... on ls2 Snagit 7

Status: Ready ☐ Print to file Preferences

Location:

Comment:

Find Printer...

Page Range

☒ All ☐ Selection ☐ Current Page

Pages: 1

Number of copies: 1

☒ Collate

1 2 3 1 2 3

Print Cancel Apply

Select Print to print Remuneration statement.

Difference prev.
Regular working t
Holiday premium
Vacation pay
Sick pay
Birth Day
Total Earnings -
POST-TAX DEDS
TAXES
FED
TX Withholding Ta
TX EE Social Secu
TX EE Medicare Ta
State AR
TX Withholding Ta
Total Taxes - Cum
LEAVE ACCRUALS
Annual Leave
Employee Birthday
Compensatory Time

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help SAP

ESS Remuneration Statement

Payroll results

Period	Payment ...	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

Click **Personal Information** to view results for the selected period.

Display remuneration statement New selection

For questions, Please contact your
Payroll Administrator Patty Custer
at 501324 9064

Check # :
Check Date:
Pay Period:

Employee Self Service

Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help **SAP**

ESS Remuneration Statement

Payroll results

Period	Payment ...	Payroll type	Payroll reason
10/12/2003-10/25/2003	10/31/2003	Regular payroll run	

Click one of the personal tabs to view information

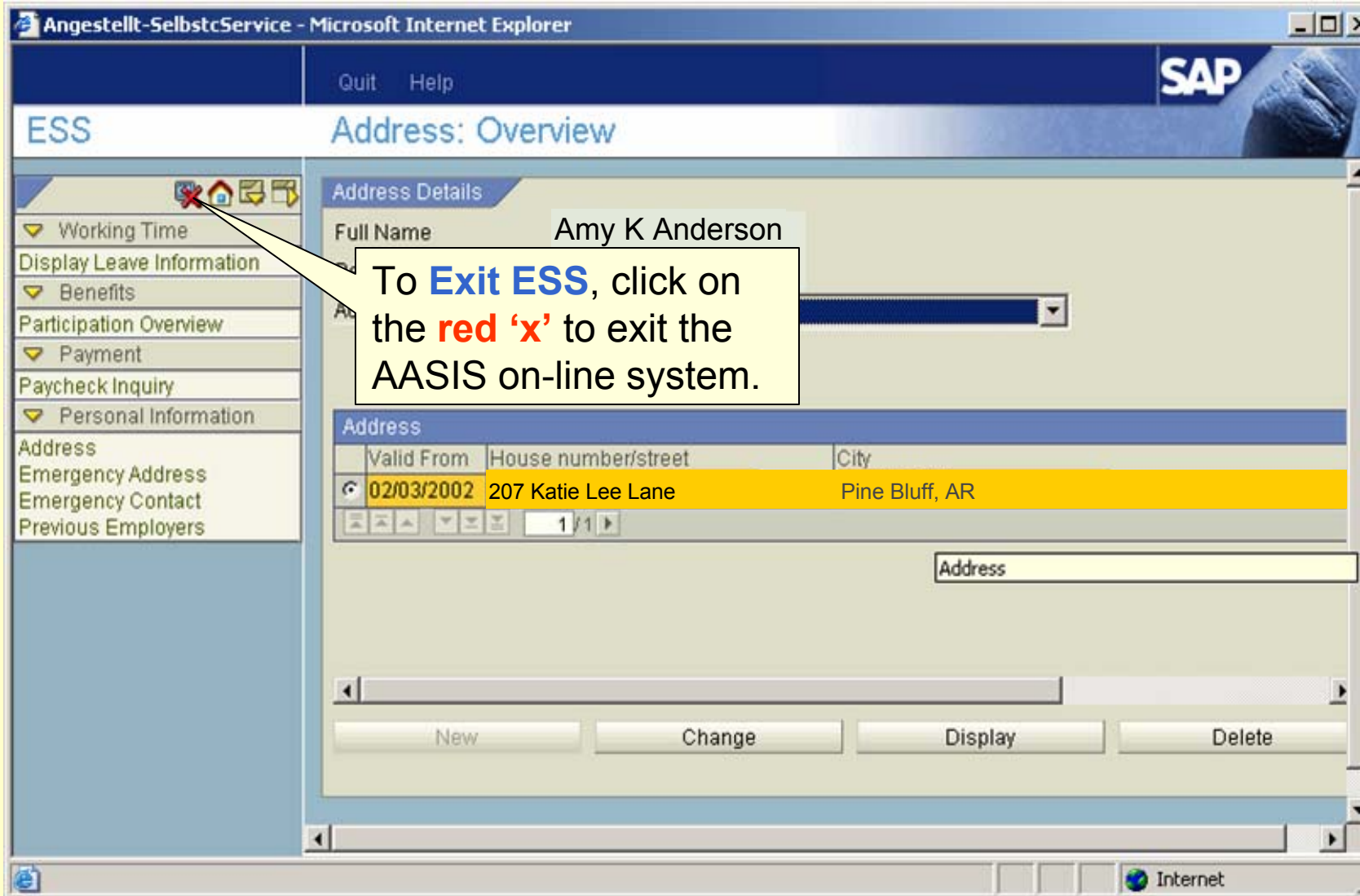
Display remuneration statement New selection

For questions, Please contact your
Payroll Administrator Patty Custer
at 501324 9064

Check #
Check Date
Pay Period

Internet

Employee Self Service



Angestellt-SelbstService - Microsoft Internet Explorer

Quit Help

ESS Address: Overview

Address Details

Full Name Amy K Anderson

To Exit ESS, click on the red 'x' to exit the AASIS on-line system.

Address

Valid From	House number/street	City
02/03/2002	207 Katie Lee Lane	Pine Bluff, AR

Address

New Change Display Delete

Internet